



Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

"**We serve humanity**" is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

Your mission & challenges

As a Working Student (m/f/d) in People & Culture, you will primarily support our day-to-day operations and help ensure that our HR processes run reliably in the background. Especially in a dynamic environment, this forms the foundation for everything else:

- You take on tasks in the People Operations day-to-day business, including contract management, document creation, and data maintenance
- You ensure that our HR systems and employee data are accurate, complete, and up to date
- You support onboarding and offboarding processes and handle the associated administrative tasks
- You coordinate and organize recurring HR processes, bringing structure into daily operations
- You help set up and continuously improve our administrative processes

- You support recruiting with organizational tasks such as interview scheduling and candidate communication
- You prepare reports, analyses, and HR documentation
- You work closely with the People & Culture team and gain valuable insights into our processes

What we can look forward to

- You are currently enrolled as a student (m/f/d), e.g. in Business Administration, Business Psychology, HR, or a related field
- Ideally, you have already gained some initial experience in HR, operations, or administrative processes
- You work in a structured and reliable way and keep an overview even when things get busy
- You have a strong attention to detail and a good sense for where accuracy matters
- You are well-organized, hands-on, and comfortable working independently
- You are confident using MS Office, especially Excel
- You communicate fluently in German and have a good command of English

What you can look forward to

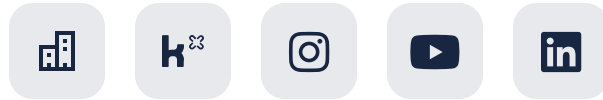
- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
- And even more fun with great colleagues

[Apply](#)

We are looking forward to meeting you and shaping the future of robotics together. Are you in?

Couldn't find a suitable position? Please send us an unsolicited application.

We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!



NEURA
ROBOTICS